

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible clerical positions, the primary duties of which are receiving and processing records and reports of the department. Police Records Clerks complete assigned records and enter such information into the department computer, perform typing and filing duties, and act as receptionists for the department. This is a responsible clerical position, apart from the police line classes. Employees of this class perform routine duties independently, with general supervision from the Secretary to the Police Chief who is the immediate supervisor of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives department records and reports and processes or files them according to department procedures. Briefly reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. Files correspondence, cards, forms, records, or reports in hard copy files or computer database where they are organized alphabetically, numerically, chronologically, or by subject matter. Conducts data input of daily activities of the police department. Extracts information or summarizes contents of files for use by department personnel. Locates and retrieves information or documents from hard copy or computer files. Traces missing files.

Acts as receptionist to visitors, screens visitors to determine their business, and directs them to appropriate individuals or offices in the department. Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Answers questions and handles any routine requests or complaints by visitors to the office. Reads incoming materials and sorts according to subject matter. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions. Places telephone calls for the department.

Accounts for the money and assets of an assigned division of the department. Collects fines and bond money and issues receipts. Compiles spreadsheets for balancing fines and court costs. Posts items into journals, ledgers, or other accounting records and balances theses at the end of the month.

Operates a computer terminal in order to enter or remove information from files. Operates copying machine or duplicating machine to make copies of department documents when required. Operates a calculator, or computer software application to assist in making mathematical computations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.